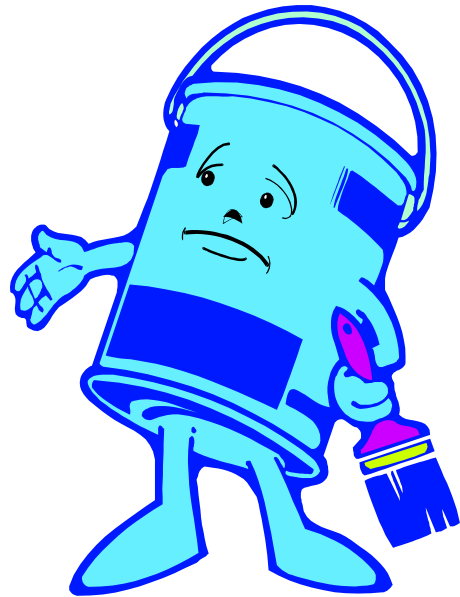


## **PROGRAM DESCRIPTION:**

# **Household Hazardous Waste Grants**



### **WHAT IS THE INDIANA HOUSEHOLD HAZARDOUS WASTE GRANT PROGRAM?**

IC 13-20-20-1 states that the Indiana Department of Environmental Management “shall provide financial assistance to units and districts through matching grants awarded under this chapter for projects involving the collection, recycling, or disposal of household hazardous waste and conditionally exempt small quantity generator waste.” The Indiana Department of Environmental Management’s main objective for the Household Hazardous Waste Grant Program is the following:

- (1) To support the establishment of permanent Household Hazardous Waste/Conditionally Exempt Small Quantity Generator services throughout Indiana which are available to all residents or exempt small generators in the areas served.
- (2) To support the safe and environmentally sound disposal or recycling of HHW and CESQG waste.
- (3) To educate the public and exempt small generators in source reduction and pollution prevention, and the safe management and proper disposal or recycling of HHW and CESQG waste.

Household Hazardous Waste Grant Program disposal assistance funding provides financial assistance to support the disposal of household hazardous waste through a licensed hazardous waste service. The Indiana Department of Environmental Management will provide disposal assistance to:

- (1) Support new HHW programs or services, and
- (2) Support programs or services in need of financial assistance in order to continue services.

The program provides matching grants for HHW/CESQG reduction, collection, proper disposal, and promotion/education programs, including:

- , education programs to reduce the quantity of HHW/CESQG waste generated by informing the public of less hazardous and/or nontoxic substitutes for typical household hazardous products
- , reuse and product exchanges to reduce the quantity of HHW being disposed
- , establishment of permanent facilities for the proper handling, storage, and disposal of HHW/CESQG waste

## **WHO'S ELIGIBLE?**

Solid waste management districts, counties, municipalities and townships are eligible to apply for funding from the Indiana Household Hazardous Waste Grant Program. Joint applications between two or more units of government are encouraged. Businesses, commercial operations, non-profit organizations and programs that manage farm operations are not eligible for funding.

## **MINIMUM PROGRAM REQUIREMENTS**

Household Hazardous Waste/CESQG grant funds may be used to start-up or provide on-going support for existing programs. Each application must include plans for effective public education and promotion. Because grant funds *may not* be used for one-day collection events (known as "tox-away days"), IDEM encourages permanent collection programs. Permanent HHW collection programs must include the following elements:

- (1) ability to accept HHW from the public within one week
- (2) service must be advertised to the public with regularly scheduled drop-off hours
- (3) program must include a public outreach and education component
- (4) ability to safely store collected HHW until transportation (see IDEM guidance for safe storage)

## **ELIGIBLE GRANT REQUEST**

HHW collection programs meeting these criteria are eligible to apply for grant funding. Program expenses eligible for grant reimbursement include:

- , up to one-half the cost of HHW recycling and disposal expenses
- , up to one-half the cost of CESQG startup programming costs
- , up to one-half the cost of a hazardous materials management building
- , up to one-half the cost of HHW management equipment
- , a portion of the costs for HHW management supplies
- , a portion of the costs for education and promotion expenses
- , a portion of the costs for selected operating and project costs

### **Ineligible Grant Request**

- , contractor labor, set-up, and preparation charges

Programs involving the source reduction or recycling of household hazardous waste may also apply for funding through the Traditional or Model Categories of the Indiana Recycling Grant Program.

## **GRANT FUNDS DISBURSEMENT**

Grant recipients may receive 75 percent of their grant funds after the agreement completes the state signature process. The remaining 25 percent of the grant shall be reimbursed after the grantee submits a final report to IDEM-OPPTA and final expenditures have been approved and processed by IDEM-OPPTA.

## **MATCHING FUNDS REQUIREMENT**

In-kind and cash matching requirements *must* be directly related or dedicated to the proposed project and must be made during the grant term:

- , grants require dollar-for-dollar matching cash or in-kind contributions by the applicant
- , disposal cost and hazardous materials management buildings must be matched dollar-for-dollar by cash contributions
- , equipment requests require a dollar-for-dollar cash match for each piece of equipment requested

## **GRANT AGREEMENT PERIOD**

The grant agreement will be for a term of one or two years and will commence on the date the last state signatory signs the agreement.

## **RESERVATION OF RIGHTS**

IDEM approval or denial of a project application does not relieve the grantee of the responsibility to properly develop a household hazardous waste project as required by statute or rule.

## **HHW APPLICATION SUBMISSION**

Complete the application. To be eligible a proposed program must do the following, as applicable:

- , adhere to Occupational Safety and Health Administration (OSHA) (29 CFR 1910.120) requirements
- , adhere to Department of Transportation (DOT) requirements in packing and transporting household hazardous waste
- , provide IDEM approved and/or eight-hour First Responder Awareness level training for any staff or volunteer that does not handle HHW; Hazardous Materials Technician level training for those handling HHW; and Hazardous Materials Specialist level training for program managers/supervisors

Applications for Household Hazardous Waste grants must be accompanied by a resolution by the legislative body of the unit of government or the district's board of directors. The resolution must commit the applicant to developing a plan for a dedicated, on-going and permanent household hazardous waste reduction, education, and/or collection and disposal program.

## **PROJECT INFORMATION**

Household Hazardous Waste grant applications must include the following information:

- , names, addresses and phone numbers of persons responsible for project planning, coordination, and implementation, if different from program administrator on Application Cover Page
- , location of household hazardous waste collection sites or facilities
- , description of safety and security measures

## **ELIGIBILITY REQUIREMENTS**

Indiana Code 13-20-20-2 sets eligibility requirements. The statute requires that for a grant to be awarded for an household hazardous waste project it must do the following:

1. Provide educational literature describing the hazards associated with household hazardous waste.
2. Use a licensed hazardous waste transportation service to collect, handle, pack, transport, or dispose of collected household hazardous waste.
3. Allow and encourage participation from all households within a designated household hazardous waste collection area that is specified in the grant application.

## **IC 13-20-20. HOUSEHOLD HAZARDOUS WASTE GRANT PROGRAM**

Sec. 1. (a) The department shall provide financial assistance to units and districts through matching grants awarded under this chapter for projects involving the collection, recycling, or disposal of household hazardous waste and conditionally exempt small quantity generator waste.

(b) Grants awarded under this chapter shall be funded:

- (1) from the hazardous substances response trust fund established by IC 13-25-4-1 if money is available under IC 13-25-4-4; and
- (2) from the solid waste management fund established by IC 13-20-22-2.

(c) Units and districts may join in any combination for the purposes of the following:

- (1) Implementing a project.
- (2) Applying for a grant under this chapter.

*As added by P.L.1-1996, SEC.10. Amended by P.L.237-1999, SEC.3.*

### **IC 13-20-20-2**

Sec. 2. A grant may be awarded under this chapter to a unit or district that has developed a household hazardous waste or conditionally exempt small quantity generator waste collection, recycling, or disposal project that does the following:

(1) Provides educational literature describing the hazards associated with household hazardous waste and conditionally exempt small quantity generator waste.

(2) Uses a licensed hazardous waste service to:

- (A) collect;
- (B) handle;
- (C) pack;
- (D) transport; or
- (E) dispose of;

collected household hazardous waste and conditionally exempt small quantity generator waste.

(3) Allows and encourages participation from all households within a designated household hazardous waste or conditionally exempt small quantity generator waste collection area that is specified in the grant application.

*As added by P.L.1-1996, SEC.10. Amended by P.L.237-1999, SEC.4.*

### **IC 13-20-20-3**

Sec. 3. (a) After a grant applicant has developed a plan under section 2 of this chapter, the applicant may apply for a grant under this chapter on forms prepared and supplied by the department.

(b) A grant application must include the following:

(1) A statement describing a project's scope of activities and objectives that identifies persons responsible for project planning, coordination, and implementation.

(2) A map specifying the area to be served by the project that includes the locations of household hazardous waste and conditionally exempt small quantity generator waste collection sites.

(3) A description of proposed information and educational activities designed to inform households of the opportunity to participate in the project.

(4) A description of safety and security measures that will be implemented during the project.

(5) A budget showing all estimated project costs that includes ineligible project costs and eligible project costs as described under section 4 of this chapter.

(6) A resolution by the legislative body (as defined in IC 36-1-2-9) of a unit or the board of directors of a district involved in the project that does the following:

(A) Authorizes the project and the grant application.

(B) Expresses the specific intent to carry out all proposed project activities described in the grant application.

(C) Allows department employees to have access to and inspect proposed household hazardous waste and conditionally exempt small quantity generator waste collection sites involved in the project.

(D) Commits the applicant to do the following:

(i) Maintain appropriate records that document all expenditures made during the project.

(ii) Submit to the department a final report describing all project activities, achievements, and problems that compares the actual project to the objectives and activities proposed in the grant application, including samples of all informational and educational brochures prepared and distributed and data on the household participation rates, waste quantities collected by category, documentation of all costs, and recommendations for project improvements.

(E) Contains a timetable for completion of the project that:

(i) does not exceed twenty-four (24) months; and

(ii) includes anticipated dates of information and educational activities, waste collection, and submission of final reports.

(F) Commits the applicant to provide all funding required to implement and administer the project, not including the grant award.

(G) Commits the applicant to develop a proposed plan for a permanent household hazardous waste or conditionally exempt small quantity generator waste program that includes sources of funding and a timetable for implementation.

(H) Commits the applicant to develop a proposed plan for a permanent household hazardous product program designed to educate the public as to nonhazardous and nontoxic substitutes for hazardous household products.

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*(Revised 3/2000)*